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**State Workforce Innovation Council
Career and Technical Schools Accreditation Committee
February 20, 2014
10 N. Senate Avenue, Indianapolis, IN 46204
DWD Conference Room 301-B**

Present: Randy Holmes, Jac Padgett, Leroy Jackson

By Telephone: Paula Pinkstaff joined at 1:30 p.m.

Also Present from DWD: Terri Banks, Associate Director of Policy and Accreditation Specialists, Ryan Sherwood and Dinell Edge.

Absent: Dennis Rohrs

Call to Order and Roll

Committee Chair, Randy Holmes, called the meeting to order at 1:24 p.m. and recognized a quorum was present. Roll was taken at 1:30 when Paula Pinkstaff joined by teleconference.

Approval of Prior Meeting Minutes

Meeting Minutes – December 19, 2013

Mr. Holmes introduced the minutes of the committee meeting held on December 19, 2013, and asked for comments. There were no comments. Mr. Jackson made a motion, seconded by Mr. Padgett, to approve the minutes. Motion carried unanimously.

Staff Updates

NASASPS Convention

NASASPS membership fees for OCTS are being paid from the Proprietary Education Fund. Ryan Sherwood is planning to attend the annual conference from April 27 – 30th in Little Rock, Arkansas.

Surety Bond Updates

Staff reported that 44 of the 67 OCTS regulated institutions had submitted surety bonds as of February 20, 2014. The deadline for submission is February 21, 2014.

Activity Report

Staff presented the activity report updated through February 17, 2014, and reflecting proprietary education and student assurance fund balances as of January 31, 2014. There were no comments or questions.

Action Items

180-Day Application Closure Policy

The committee considered a motion to accept the staff recommendation to close applications for accreditation that remain incomplete for one hundred eighty (180) days after receipt of any portion of the application and fee(s). Ms. Pinkstaff moved to accept the staff recommendation, Mr. Padgett seconded, and the motion carried unanimously.

Michael R. Pence, *Governor*
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Pre-Application Orientation Requirement

The committee considered a motion to accept the staff recommendation to require all new school applicants to complete an on-line orientation prior to submitting an initial application for accreditation. Completion of the orientation will ensure applicants are aware of the rules, regulations, and policies associated with the operation of a postsecondary proprietary educational institution in Indiana. Mr. Padgett made a motion to accept the recommendation. Mr. Jackson seconded, and the motion carried unanimously.

Terminate Applicant (Temporary Accreditation) Status

The committee considered a motion to accept the staff recommendation to terminate applicant (temporary accreditation) status for the following institutions:

- **Midwest Training Institute of Hypnosis** for failure to submit the institutional self-study and formal accreditation application by January 30, 2014.
- **Dentsmart Assistant Training** for failure to submit the institutional self-study and formal accreditation application by January 30, 2014.
- **Executive Technologies** for failure to submit CCSAF payments and failure to submit self-study and formal accreditation application by January 30, 2014.

Ms. Pinkstaff made a motion to accept the recommendation. Mr. Padgett seconded, and the motion carried unanimously.

Mapletronics Accreditation Renewal Decision

The committee considered a motion to accept the staff recommendation to require Mapletronics to renew its accreditation status pursuant to IC 22-4.1-21-24. Mr. Padgett made a motion to accept the recommendation. Ms. Pinkstaff seconded, and the motion carried unanimously.

Student Claims Against Allied Health Institute, Inc.

The committee considered a motion to accept the staff recommendation to approve refunds to students who submitted claims against Allied Health Institute, Inc. Staff provided a list of twenty-six (26) claimants and the refund amounts calculated and verified by OCTS according to the Indiana statute and rules that govern claims, the process, requirements, and type of refunds that are allowable. Mr. Jackson motioned to accept the recommendation. Ms. Pinkstaff seconded, and the motion carried unanimously.

Questions / Discussion / New Business

Staff opened a discussion seeking guidance on what constitutes education and/or training that is both **clearly** and **exclusively** avocational in nature. Staff was directed to send out additional information regarding the primary decision points on this matter.

The meeting adjourned at 2:28 p.m.